

Job Opportunity Bulletin

Associate Governmental Program Analyst



COMMISSION ON
TEACHER CREDENTIALING

Ensuring Educator Excellence

Tenure/Time Base: Permanent/Full Time
Work Hours: 8:00 am – 5:00 pm
Office/Location: California Commission on Teacher
Credentialing
Executive Office
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: \$4255 - \$5172 /month
Final Filing Date: June 21, 2007 or until filled
Contact: Cheryl Hickey (916) 322-6253

DUTIES:

Under the direction of the Executive Director in the Executive Office, the Associate Governmental Program Analyst performs the following:

- Responsible for recommending, coordinating, drafting and evaluating key program policies, significant communications and materials for dissemination to management and staff, to carry out Commission goals and objectives and special projects. Reviews all correspondence and agency documents, including those of a sensitive and confidential nature, prior to the Executive Director's signature or approval for content, consistency and equitable resolution of specific concerns or issues.
- Work in collaboration with all other divisions of the agency to ensure appropriate information collected, analyzed, and provided to the Director as necessary to inform agency-wide decisions.
- In conjunction with the Executive Director and management, plans and coordinates all policy board activities related to regular Commission meetings, including ensuring the completion of accurate and complete minutes, development of agendas, and coordination of all related logistics.
- Represents the Directorate at meetings with departmental staff, as well as, state, local and federal officials dealing with a wide range of program and policy issues. Meetings include Commission meetings, senior manager meetings, meetings with constituents, other state agencies, and gubernatorial appointed commissioners.
- In collaboration with the other divisions of the agency, assist in the coordination of sensitive political legislative and/or program information for the Executive Director for participation in state and national meetings.
- In collaboration with the Executive Director, directs the Executive Office staff on sensitive, complex and critical issues communicated between the commission, legislature, constituents and the public.
- Develop and monitor the Executive Office budget.
- Provides overall coordination and assistance for special Commission projects, as well as, Commission studies, including agency-wide studies assigned by the Executive Director.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Associate Governmental Program Analyst classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attn.: Cheryl Hickey. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-236. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
